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| Alberto Velez  Mobile Phone: 956-698-2213  3500 International Blvd ❖ Brownsville, Texas 78520 ❖ Home Phone: 956-544-0000  Email: studentname@hotmail.com |  |

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Objectives

To secure an employment position at Subway Restaurant as a cook.

Education

Porter High School | Expected Graduation Date: June 2010

* Perfect Attendance
* Top 10% - Junior Class
* Student of the Month – Sophomore Year

Experience

May 2007 – June 2008 | Office Clerk

Chema’s Trucking | 5511 Coffee Port Rd., Brownsville, TX 78520

* Answer the phone calls
* Prepare and file weekly and monthly reports
* Receive and process daily correspondence

Extracurricular Activities

* Member of High School Tennis Team
* Girl/Boy Scout
* Relay For Life, April 2009, Brownsville, Texas
* Business Professionals of America – Regional Leadership Conference Contestant

Skills

* Computer Literate
* Bilingual: English and Spanish
* Fast Learner

References

Alberto Velez, Porter High School, 3500 International Blvd, Brownsville, TX, 956-698-2213

Leticia Trevino, Porter High School, 3500 International Blvd, Brownsville, TX, 956-698-2213

Celia De Lara, Porter High School, 3500 International Blvd, Brownsville, TX, 956-698-2213